### State of New Jersey



#### Health Department Records Retention Schedule

C920000-901



# LOCAL HEALTH RECORDS RETENTION SCHEDULE

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FORM NO CR-AA-0004-(4/85)

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RECORDS	RETENTION AND DISPOSITION	TION SCHEDULE	C920000	901 SCHEDOLE NOMBER	1 OF 47
DEPARTMENT	Health Department	AGE	AGENCY REPRESENTATIVE		
DIVISION		TITLE	m		
BUREAU		(ARE	(AREA CODE) TELEPHONE NUMBER	BER R	
SCHEDULE APPROVE CONTINUING VALUE to This schedule will be	SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expir continuing value to the State of New Jersey and will be disposed of as indicated in accordance This schedule will become effective on the date approved by the State Records Committee.	the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee.	pon expiration of their recordance with the law and ttee.	tention periods, will b d regulations of the Sta	e deemed to have no te Records Committee
AGENCY REPRESENTATIVE SIGNATURE	VE SIGNATURE  ) MCOLLE	DATE 12/21/99 SECRETAR	STATE RECORDS	COMMITTEE SIGNATURE	20 JAN 2000
	RECORD TITLE AND	DESCRIPTION	AGENCY RETAIN IN	RECORDS CENTER	DISPOSITION
0000-1000	A. General				
0002-0000	Books of Account				
0002-0001	Journal - General		Permanent		Permanent
0002-0002	Journal - Subsidiary		20 yrs		Destroy
0002-0003	Ledger - General		Permanent		Permanent
0002-0004	Ledger - Subsidiary		10 yrs		Destroy
0002-0005	Receipts & Disbursements	- General	Permanent		Permanent
0002-0006	Receipts & Disbursements	- Subsidiary	20 yrs		Destroy
0003-0000	Budget Appropriation				
0003-0001	Departmental Fiscal File		7 yrs		Destroy
0003-0002	Divisional Fiscal File		3 yrs		Destroy
0003-0003	Subdivisional Fiscal File		1 yr		Destroy

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C920000	SCHEDULE NUMBER	2 of 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RET AGENCY	A I N I N RECORDS CENTER	DISPOSITION
0004-0000	Budget Request			
0004-0001	Agency of Origin	3 yrs		Destroy
0004-0002	Others	1 yr		Destroy
0005-0000	Cash Receipts	6 yrs		Destroy
0006-0000	Certificates of Occupancy Book	10 yrs		Destroy
0007-0000	Contracts and Agreements			
0007-0001	Signed Originals and Support Material termination	7 yrs after		Destroy
0007-0002	Duplicates	l yr after termination		Destroy
0008-0000	Correspondence			
0008-0001	External	3 yrs		Destroy
0008-0002	Internal (Administrative)	Periodic rev	review	Destroy
0008-0003	Policy (Master Copy)	Permanent		Permanent
0008-0004	Routine Requests	3 mos		Destroy
0009-0000	Cross Reference Files (Cards/Books)	As updated		Destroy
0010-0000	Deposits, Receipts and Ledgers	6 yrs		Destroy
0011-0000	Discharge Summary Sheet, Patient's recent entry	20 yrs afte	after most	Destroy

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C920000	SCHEDULE NUMBER 901	PAGE NUMBER 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	AIN IN RECORDS CENTER	DISPOSITION
0012-0000	Employee's Files (Individual Personnel File)	6 yrs after termination of employee		Destroy
0013-0000	Immunization Consent Forms (Individual)	10 yrs or age 23, whichever is later		Destroy
0014-0000	Immunization Records (Individual) Including Medical Contraindication, Proof of Immunization, Standard School Immunization Record, Immunization Health Appraisal, and Religious Exemption (VA-19)	10 yrs or age 23, whichever is later		Destroy
0015-0000	Job Applications (Unsuccessful)	3 yrs		Destroy
0016-0000	Medical Health Claims (Original Copies) Files contain a copy of transmittal which lists the cost authorized for medical services provided to General Assistance clients.	6 yrs after termination of service		Destroy
0017-0000	Minutes			
0017-0001	Master Copy	Permanent		Permanent
0017-0002	Additional Copies	Periodic review		Destroy
0018-0000	News Releases	Permanent		Permanent
0019-0000	Patient Medical Records (Individual)	10 yrs after discharge of		Destroy
		patient or age 23, whichever is later	· ·	

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER S	SCHEDULE NUMBER 901	PAGE NUMBER 4 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETA AGENCY	A I N I N RECORDS CENTER	DISPOSITION
0020-0000	Plans and Blueprints (for Approval)			
0020-0001	Approved	Permanent		Permanent
0020-0002	Rejected	3 yrs		Destroy
0021-0000	Publications, Original			
0021-0001	Master Copy	Permanent		Permanent
0021-0002	Reproductions	Periodic Review	W	Destroy
0022-0000	Records Retention Schedule	As updated		Destroy
0023-0000	Reference, General	Periodic review	W	Destroy
0024-0000	Reports, Agency Issued			
0024-0001	Annual (master copy)	Permanent		Permanent
0024-0002	Monthly (master copy)	3 yrs		Destroy
0024-0003	Project/Program (master copy)	Permanent		Permanent
0024-0004	Copies	1 yr		
0025-0000	Request and Authorization for Records Disposal forms	Permanent		Permanent
0026-0000	Requisitions, Purchase Orders & Vouchers (duplicates)	3 yrs		Destroy

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SCI	SCHEDULE NUMBER	PAGE NUMBER 5 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	N IN RECORDS CENTER	DISPOSITION
0027-0000	Statistical Tallies and Summaries (master copies)			
0027-0001	Monthly and Quarterly	l yr if annual tally kept. If not, permanent		Destroy Permanent
0027-0002	Annual	Permanent		Permanent
0028-0000	Time Records (cards/sheets)			
0028-0001	Administration	3 yrs		Destroy
0028-0002	Others	1 yr		Destroy
0050-0000	B. ADMINISTRATION			
0051-0000	Audits & Certifications (for Home Health Agencies) (duplicates)	1 yr		Destroy
0052-0000	Morbidity Charts	2 yrs		Destroy
0053-0000	Payroll Register (copy)	1 yr		Destroy
0054-0000	Payroll Worksheets (copies)	After receipt of register	m	Destroy
0055-0000	Resolutions/Ordinances			
0055-0001	Master Copy	Permanent		Permanent
0055-0002	Additional Copies	Periodic review		Destroy
0056-0000	Cash Input Form	6 yrs		Destroy

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER S	SCHEDULE NUMBER 901	PAGE NUMBER 6 0F
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	A I N I N RECORDS CENTER	DISPOSITION
0057-0000	Referral ReportEarly and Periodic Screening, Diagnosis and Treatment (NJS Department of Human Services, Division of Medical Assistance and Health Services MC-19)	6 yrs		Destroy
0058-0000	Day SheetDaily Business Summary	6 yrs		Destroy
0059-0000	Report of ServicesIndependent Outpatient Health Facility (NJS Department of Human Services, Division of Medical Assistance and Health Services MC-14 C2)	6 yrs after final payment		Destroy
0060-0000	Report of Services			
0060-0001	Data Processing	1 yr after input	put	Destroy
0060-0002	Medical Records (copy)	10 yrs after discharge of patient or age 23, whichever later	is	Destroy
0060-0003	Patient/Billing (copy)	3 yrs		Destroy
0061-0000	New Patient Admission Form			
0061-0001	Data Processing	1 yr after input	put	Destroy
0061-0002	Medical Records (copy)	10 yrs after discharge of		Destroy
		patient or age 23, whichever is later	; je	

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER (1920000)	SCHEDULE NUMBER	NUMBER	PAGE NUMBER 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RET AGENCY	AIN IN	RECORDS CENTER	DISPOSITION
0100-0000	C. CYTOLOGY LABORATORY				
0101-0000	Book Of Charges	6 yrs			Destroy
0102-0000	Daily Records Book (Specimen Accession Log)	5 yrs			Destroy
0103-0000	Specimen Evaluation Report (Lab Copy)	5 yrs			Destroy
0150-0000	D. ENVIRONMENTAL HEALTH (INSPECTION)				
0151-0000	Air Pollution Complaint and Investigation Reports	3 yrs			Destroy
0152-0000	Bacteriological & Chemical Water Analysis (chem 8)	3 yrs			Destroy
0153-0000	Bathing Place - Applications & Permits, Inspections & Test Results	3 yrs			Destroy
0154-0000	Complaint Forms	3 yrs unless litigation			Destroy
0155-0000	Contagion Records	2 yrs			Destroy
0156-0000	Contagion Reports	2 yrs			Destroy
0157-0000	Dog Bite Cards (Individual Animal Tallies)	3 yrs			Destroy
0158-0000	Dog Bite Notice/Report Form	3 yrs		· · · · · · · · · · · · · · · · · · ·	Destroy
0159-0000	Dog Licenses	3 yrs			Destroy
0160-0000	Dog Quarantine and Release/Stray Dog Letters	3 yrs			Destroy
0161-0000	Emergency Medical Services				

RECORDS	RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SC C920000	SCHEDULE NUMBER 901	PAGE NUMBER 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETA!	RECORDS CENTER	DISPOSITION
0161-0001	Personnel Certificates			
0161-0002	Originals	21 yrs after termination of duty unless in litigation		Destroy
0161-0003	Copies	Screen Annually	ly	Destroy
0161-0004	Renewals	21 yrs		Destroy
0161-0005	Inspections Records	3 yrs unless litigation	in	Destroy
0162-0000	Extermination Certification for Demolition of Bldg. Consists of correspondence from a professional pest control operator that certifies that rodent control measures at a given property have been completed and that demolition of the structure may proceed.	3 yrs		Destroy
0163-0000	Food & Drug Inspection Forms (Forms-F-33; & F-22a)	3 yrs unless litigation	İn	Destroy
0164-0000	Food and/or Milk Vending Applications & Licenses	3 yrs		Destroy
0165-0000	Food Establishment Applications and Licenses	3 yrs		Destroy
0166-0000	Food Establishment Inspection Reports	3 yrs		Destroy
0167-0000	Food Handler's Registration Forms and Licenses	3 yrs		Destroy
0168-0000	Food Surveillance Sanitary Inspection Reports	3 yrs unless litigation	i n	Destroy

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SCH	SCHEDULE NUMBER	PAGE NUMBER 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	N IN RECORDS CENTER	DISPOSITION
0169-0000	Food Vending Vehicle Inspection Forms	3 yrs unless i litigation	in	Destroy
0170-0000	Hazardous Food Samples Lab Reports	3 yrs unless i litigation	in	Destroy
0171-0000	Inspector's Daily Work Records	1 yr		Destroy
0172-0000	Lead Poisoning Inspection Reports	3 yrs unless i litigation	5	Destroy
0173-0000	Licenses Issued (Computer Printout)	1 yr		Destroy
0174-0000	Mobile Home Park Inspections	3 yrs unless i litigation	'n	Destroy
0175-0000	Non-Food Applications and Licenses	3 yrs		Destroy
0176-0000	Occupational Health Survey Forms	Permanent		Permanent
0177-0000	Rabies Inoculation Records	3 yrs		Destroy
0178-0000	Record Cards	6 yrs		Destroy
0179-0000	Report of Inspection (NJSDH-F-36)	3 yrs		Destroy
0180-0000	Request for Rabies Examination (Bact - 45)	3 yrs		Destroy
0181-0000	Rooming House Inspection Forms	3 yrs unless litigation	ä	Destroy
0182-0000	Sanitary Inspection Report (F-38) & Continuation Sheet (MS-5)	3 yrs unless	in	Destroy

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SCHE	SCHEDULE NUMBER 901	PAGE NUMBER 10 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	RECORDS CENTER	DISPOSITION
0183-0000	Septic System Records Include: Septic System Applications, Plans, Permits, Perk Test Results and Inspections	Life of the structure or until connected to public sewer		Destroy
0184-0000	Solid Waste Disposal Applications and Licenses	3 yrs		Destroy
0185-0000	Viral Hepatitis Case Records (CDC-26)	3 yrs		Destroy
0186-0000	Permits	6 yrs		Destroy
	Consists of copies of state well permits issued by the Department of Environmental Protection, Division of Water Resources (Form 99B) Original held by Division of Water Resources, Dept. of Environmental Protection permanently			
0187-0000	<pre>Independent Laboratory Blood Lead Analysis AP-2   (Copy) (Original maintained by Department of   Health for 30 yrs)</pre>	3 yrs		Destroy
0188-0000	Report of Elevated Levels of Heavy Metals OES-29 (Copy) (Original maintained by Department of Health for 30 yrs)	3 yrs		Destroy
0189-0000	Report of Occupational and Environmental Disease and Poisonings OES-30 (Copy) (Original maintained by Department ofHealth for 30 yrs)	3 yrs		Destroy
0190-0000	Employer Outreach Survey OES-42 (Copy) Original maintained by New Jersey Department of Health.	1 yr after date of survey		Destroy

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C920000	SCHEDULE NUMBER 901	PAGE NUMBER
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RET AGENCY	RETAIN IN NCY RECORDS CENTER	DISPOSITION
0191-0000	Air Pollution Source Registration Form Includes Installation name, address, N.J.D.E.P. Permit information, output and amounts.  NJSA 26:2C-9.2(b).	5 yrs		Destroy
0192-0000	Animal Impoundment Records			
0192-0001	Animal Record Includes description of animal, date, municipality, owner, if known, and disposition.	l yr after disposition		Destroy
0192-0002	Animal Reclamation Form Includes description of animal, owner or other party reclaiming animal, date and receipt.	1 yr after disposition		Destroy
0192-0003	Animal Adoption Form Includes description of animal name and address of new owner, and agreement.	1 yr after disposition		Destroy
0192-0004	Animal Surrender Form Includes name of animal, owner and authorization.	1 yr after disposition		Destroy

Destroy		6 yrs after discharge	Patient Charts (for billing purposes only)	0208-0000
Destroy		<pre>1 month if annual tally kept. If not, 5 yrs</pre>	Nurse's Daily Workcards/McBee Cards	0207-0000
Destroy		l yr if annual tally kept. If not, 5 yrs	Monthly Work Tally/Log	0206-0000
Destroy		5 yrs	Annual Computer Report	0205-0003
Destroy		l yr	Monthly Computer Report	0205-0002
Destroy		10 yrs after discharge of patient or age 23, whichever is later	Visiting Nurse's Report of Visit (Patient's medical record)	0205-0001
			Management Information System	0205-0000
Permanent		Permanent	Audits and Renewals	0204-0002
Permanent		Permanent	Initial	0204-0001
			Home Health Agency Certificate (License)	0204-0000
Destroy		5 yrs	Annual Work Tally/Log	0203-0000
Destroy		6 yrs	Accounts Receivable	0202-0000
			E-A. Administration/Accounting	0201-0000
			E. Nursing	0200-0000
DISPOSITION	RECORDS CENTER	RETAIN IN AGENCY	RECORD TITLE AND DESCRIPTION	RECORD SERIES NO.
PAGE NUMBER 12 OF 47	NUMBER	AGENCY NUMBER SCHEDULE NUMBER 901	RETENTION AND DISPOSITION SCHEDULE	RECORDS
				Allen

<del></del> 7	RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SCHED	SCHEDULE NUMBER 901	PAGE NUMBER 13 OF 47
······································	RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN I	RECORDS CENTER	DISPOSITION
	0209-0000	Patient Folders (for billing purposes only)	6 yrs after discharge		Destroy
	0210-0000	Session Reports (MCH-20)	<pre>1 yr if annual tally kept. If not, 5 yrs</pre>		Destroy
	0250-0000	E-B. Clinical & "Child Health Conference": Program			
	0251-0000	Biologics and Tuberculin Test Log Book	1 yr		Destroy
	0252-0000	Blood Chemistry Tests - Adult Screening Program	5 yrs		Destroy
	0253-0000	Child Health Record (MCH-15)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
	0254-0000	Child Health Services Report (Session Report MCH-20)	l yr if annual tally kept. If not, 5 yrs		Destroy
	0255-0000	Diabetic Screening and Follow-up Report	10 yrs after discharge of patient or age 23, whichever is later	H J	Destroy
	0256-0000	Lab/Physicians Reports	10 yrs after discharge of patient or age 23, whichever is later	5	Destroy
	0257-0000	Record Cards	6 yrs		Destroy

RECORDS RECORD SERIES NO. 0258-0000	RETENTION AND DISPOSITION SCHEDULE  RECORD TITLE AND DESCRIPTION  Signed Examination/Screening Permission Slips	AGENCY NUMBER C920000  RETAIN AGENCY  10 yrs after discharge of	AIN IN RECORDS CENTER	PAGE NUMBER 14 OF DISPOSITION Destroy
0258-0000	Permission	yrs scha tien che	43	Destr
0259-0000	Reminder to ParentAppointment at Health Center	2 yrs		Destroy
0260-0000	Health Care Provider Time Sheet	6 yrs		Destroy
0261-0000	Security Log	3 yrs after final entry		Destroy
0262-0000	Sign-in/Sign-Out Log	3 yrs after final entry		Destroy
0263-0000	Office Supplies Request	1 yr		Destroy
0264-0000	Incident Report	10 yrs after discharge of patient or age 23, whichever is later	er 3,	Destroy
0265-0000	Information/Authorization for DTP, DT, and Td Vaccines (NJS Department of Health VA-26)	10 yrs after discharge of patient or age 23, whichever is later	23,	Destroy
0266-0000	Information/Authorization for Hib Vaccine (NJS Department of Health CDO-3)	10 yrs after discharge of patient or age 23, whichever is later	23, ater	Destroy
0267-0000	Immunization Health Appraisal	10 yrs after discharge of patient or age 23, whichever is later	23, ater	Destroy

RECORDS	RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SCHE	SCHEDULE NUMBER 901	PAGE NUMBER 15 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	RECORDS CENTER	DISPOSITION
0268-0000	PPD Tuberculosis Follow-up Report	5 yrs		Destroy
0269-0000	New Jersey Immunization Record	10 yrs after		Destroy
			23, ater	
0270-0000	Normal/Abnormal Control Log	5 yrs		Destroy
0271-0000	Hearing Referral Form	10 yrs after		Destroy
		patient or age 23, whichever is later	23, ater	
0272-0000	VASC Auditory Screening Record	ge	23,	Destroy
		Will City of City		
0273-0000	Child Health Conference Vision ScreeningReferral (NJS Department of Health MCH-5)	10 yrs after discharge of patient or age 23, whichever is later	ge 23, later	Destroy
0274-0000	RegistrationPreschool Vision Screening (NJS Department of Health MCH-4)	10 yrs after discharge of patient or age whichever is la	ge 23, later	Destroy
0275-0000	Vaccine Order and Usage Report (NJS Department of Health Immunization ProgramBiologics VA-84)	5 yrs		Destroy
0276-0000	Biologic Storage Temperature Log	4 yrs after final entry		Destroy

	·	0283-0000	0282-0000	0281-0000	0280-0000	0279-0000	0278-0000	0277-0000	RECORD SERIES NO.	RECORDS RI
		Information/Authorization for Oral (NJS Department of Health VA-27)	Child Health Confer Letter	Child Health ConferenceMissed follow-up listing	Notice of Reschedul	Referral Log Form	Patient Referral Form Consultant Agency (NJS	Follow-up Informati Clinic	RECORD T	ETENTION AND D
	•	zation for Oral Polio of Health VA-27)	Child Health Conference Clinic Missed Appointment Letter	enceMissed appointment	of Rescheduled Appointment and		(Referring / S Department	Information Request Letter	RECORD TITLE AND DESCRIPTION	RETENTION AND DISPOSITION SCHEDULE
		io Vaccine	Appointment	tment letter	and Reminder		Agency to of Health MCH-18)	LetterChild Health		
		10 yrs after discharge of patient or age 23, whichever is later	3 yrs	3 yrs after final entry	2 yrs	10 yrs after final entry	10 yrs after discharge of patient or age 23, whichever is later	10 yrs	RETAI AGENCY	AGENCY NUMBER SC C920000
		, 6					Φ		A I N I N RECORDS CENTER	SCHEDULE NUMBER 901
		Destroy	Destroy	Destroy	Destroy	Destroy	Destroy	Destroy	DISPOSITION	PAGE NUMBER 47

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SI C920000	SCHEDULE NUMBER	PAGE NUMBER 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	N IN RECORDS CENTER	DISPOSITION
0284-0000	Information/Authorization for Measles-Mumps-Rubella Vaccines (NJS Department of Health Va-28)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0285-0000	Child Eye Health Record Optometric Eye Center	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0286-0000	Newborn Screening Program Consent Form SCH-1	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0287-0000	Elevated/Normal/Subnormal/Graph	5 yrs		Destroy
0288-0000	Denver Prescreening Developmental Questionnaire (for Children 3 months to 6 years old)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0289-0000	Monthly Mileage Report	3 yrs		Destroy
0290-0000	Child Health Conference Encounter Record MCH-45 (NJS Department of Health, Maternal and Child Health Program)	10 yrs after discharge of patient or age 23, whichever is later		Destroy

RECORDS	RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER S	SCHEDULE NUMBER	18 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETA AGENCY	A I N I N RECORDS CENTER	DISPOSITION
0291-0000	Growth and Development Checklist (for children 2 months to 5 years old)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0292-0000	Notice to Parents Regarding Immunization Deficiencies/Provisional Admittance Request (NJS Department of Health VA-16)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0293-0000	Child Health Conference Appointment Sheet (NJS Department of Health MCH-19)	l yr, if annual tally kept, if not, 5 yrs	2	Destroy
0294-0000	Tuberculin Testing Survey Results (NJS Department of Health Tuberculosis Services TB-43)	5 yrs		Destroy
0295-0000	Central Supply Stock Requisition	3 yrs		Destroy

RECORDS	RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C920000	SCHEDULE NUMBER 901	PAGE NUMBER 19 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RET AGENCY	RETAIN IN NCY RECORDS CENTER	DISPOSITION
0300-0000	E-C. Employee Health Services			
0301-0000	Employee Health Records (Individual) (may include Worker's Comp. Records)	C S	e	Destroy
		23, whichever is later		
0302-0000	X-ray Film, Chest	5 yrs		Destroy
0350-0000	E-D. Health Education			
0351-0000	Projects/Program, Agency Sponsored Reports and Summaries			
0351-0001	Master Copies	Permanent		Permanent
0351-0002	Support Material	1 yr		Destroy
0400-0000	E-E. Lead Poison Control		**************************************	
0401-0000	Erythrocyte Protoporphyrin (EP) Worksheets & Lab Reports	l yr if annual tally kept. I not, Permanent	ual If ent	Destroy
0402-0000	Early Periodic Screening, Diagnosis & Treatment (EPSDT) Tally Sheets	1 yr		Destroy
0403-0000	Family Folders (not including AP-6, Lead Poisoning Investigation and Abatement form)	10 yrs after discharge of	<b></b>	Destroy
		js later	(r	

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RECORDS	RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C920000	SCHEDULE NUMBER	PAGE NUMBER 20 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RET AGENCY	AIN IN RECORDS CENTER	DISPOSITION
0404-0000	Lead Poisoning Investigation & Abatement Form (AP-6) Listing which includes patient names and addresses and when incident reports were received and investigated	Permanent		Permanent
0405-0000	Patient Medicare/Medicaid Data	6 yrs after discharge		Destroy
0406-0000	Session Reports	l yr if annual tally kept. I not, Permanent	ual If ent	Destroy
0407-0000	Discharge Memo Checklist memo (unsigned) attached to child's medical follow-up, indicating conditions for discharge.	20 yrs		Destroy
0408-0000	Request for Lead Screening Request for lead screening which includes address data of patient and directions for submitting lab results.	10 yrs after discharge of patient or age 23, whichever is later	~ ~ ~	Destroy
0409-0000	Request for Lead Analysis (LP 10) Permission slip signed by parent requesting child blood test for evidence of lead poisoning	10 yrs after discharge of patient or age 23, whichever is later	<b></b>	Destroy
0410-0000	Quality ControlEP Screening Method Hematofluorometer Completed by technical personcontains control readings for screening test.	5 yrs		Destroy
0411-0000	Hematology Quality Control SheetHematocrits Statistical graph of blood test results.	5 yrs		Destroy

RECORDS	RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SCH	SCHEDULE NUMBER	PAGE NUMBER 21 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	N IN RECORDS CENTER	DISPOSITION
0412-0000	Poison Control Lead Screening Results Individual patient screening resultsdate log.	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0413-0000	Clinical LaboratoryDaily Hematocrit Sheet Daily log which contains name and age of patients along with HCT-test results.	5 yrs		Destroy
0414-0000	Clinical LaboratoryUrinalysis Results Log of patient names with urinalysis test results.	5 yrs		Destroy
0415-0000	Clinical Laboratory Inspection Checklist of presence or absence of optimal clinical laboratory conditions for individual labs.	3 yrs unless in litigation		Destroy
0416-0000	Milestone-Quality Assessment (LP 100) Child case file logging actions taken in lead poisoning incident.	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0417-0000	Results by Class From MetpathLab Slips Statistical table of results.	5 yrs		Destroy
0418-0000	Childhood Lead Poisoning Medical Report (LP 310) Authorization (signed by parent) for private physician to release child's medical exam findings to Lead Program. Contains physician's medical findings and recommendations.	10 yrs after discharge of patient or age 23, whichever is later		Destroy

RECORDS	RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SCHI	SCHEDULE NUMBER 901	PAGE NUMBER 22 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	RECORDS CENTER	DISPOSITION
0419-0000	Authorization to Release Information - Letter to County Welfare Board (along with parent signature) authorizing the release of address changes to the Lead Program.	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0420-0000	Child Medical History (LP201A)  Contains background data, child medical history and housing data regarding lead poisoning; completed and signed by nurse or investigator.	10 yrs after discharge of patient or age 23, whichever is later	23, ater	Destroy
0421-0000	Environmental Follow-up (LP 200) and Environmental Report (LP 201) Investigator's inspection and follow-up report regarding housing environment of child lead poisoning patient.	3 yrs unless in litigation		Destroy
0422-0000	Medical Follow-up (LP 300) Part of child patient's case file, logging dates and summarizing actions taken.	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0423-0000	Weekly Activity Report Investigator's log which includes homes visited, specimens collected, dates of visits.	1 yr		Destroy
0424-0000	Door-to-Door Daily Activity Report Investigative team's listing of addresses visited (by census tract) with check of children and lead poisoning conditions.	3 yrs unless in litigation		Destroy
0425-0000	Urinalysis Control Sheet Lab sheet with dates and urinalysis results by lot number.	5 yrs		Destroy

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C920000	SCHEDULE NUMBER 901	PAGE NUMBER 23 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	A I N I N RECORDS CENTER	DISPOSITION
0426-0000	Urinalysis Worksheet Listing of urinalysis resultsdates and patient names.	5 yrs		Destroy
0450-0000	E-F. School Programs (Public, Parochial, Pre-)	-		
0451-0000	Dental Examination (without Treatments)	5 yrs		Destroy
0452-0000	Dental Treatment Reports (with dental examination)	10 yrs after		Destroy
		patient of age 23, whichever is later	Φ	
0453-0000	Dental X-ray films	5 yrs		Destroy
0454-0000	Examination Permission Slips	10 yrs after discharge of patient or age	́ Ф	Destroy
		1S later		
0455-0000	Non-Medical Permission Slips	l yr		Destroy
0456-0000	Health Examination Records, Individual	10 yrs after discharge of	· · ·	Destroy
		patient or age 23, whichever is later	· 0	
0457-0000	Referral Slips, Completed Physician's	10 yrs after discharge of	<b>.</b>	Destroy
		patient or age 23, whichever is later	Ť	

RECORDS RETENTION AND DISPOSITION SCHEDULE  RECORD RECORD TITLE AND DESCRIPTION  O458-0000  O459-0000  O460-0000  Record Form for T/O Vision Tester  O460-0000  O461-0000  O462-0000  O463-0000  O463-					
RECORD TILE AND DISPOSITION SCHEDULE   AGENCY NUMBER   PAGE NUMBER   P					
RETENTION AND DISPOSITION SCHEDULE   C920000   Schools) TB-57, TB-42   Dispositive annually by   Schools) TB-57, TB-42   Dispositive annually by   Schools) TB-57, TB-42   Dispositive annually by   Taber   Dispositive annually by   Schools) TB-57, TB-42   Dispositive annually by   Dispositive annually by   Disposition age   Dispositive annually by   Disposi	Destroy		yrs or whicher later	Medical Follow-up Letter	0466-0000
RETENTION AND DISPOSITION SCHEDULE   AGENCY NUMBER   SCHEDULE NUMBER   PAGE NUMBER   24 or   25 or age   25 or age   27 or age	Destroy		10 yrs or age 23, whichever is later		0465-0000
RETENTION AND DISPOSITION SCHEDULE   CO20000   CO200000   CO20000   CO20000   CO20000   CO20000   CO20000   CO20000   CO20000   CO20000   CO2000	Destroy			National Center for Health Statistics Growth Charts Include: Boys: Physical Growth Prepubescent to 18 Years NCHS Percentiles	0464-0000
RECORD TITLE AND DESCRIPTION  AGENCY  RECORD TITLE AND DESCRIPTION  AGENCY  RECORDS SEMIEN  RECORDS SEMIEN  DISPOSITION  AGENCY  RECORDS CEMIEN  DISPOSITION  AGENCY  RECORDS CEMIEN  DESTROY  DEST	Destroy		wh:	Health History and Appraisal (NJS Department of Education/Department of Health A-45)	0463-0000
RETENTION AND DISPOSITION SCHEDULE  RECORD TITLE AND DESCRIPTION  RECORD TITLE AND DESCRIPTION  Tuberculosis Reports (submitted annually by schools) TB-57, TB-42  OR Growth/Vision-Hearing Chart  OR Record Form for T/O Vision Tester  OR Annual Scoliosis Screening Report (Statistical) (NJS Department of Education/Department of Health CH-27, SCH-8)  AGENCY RETAIN IN AGENCY RECORDS CENTEN DISPOSITION  AGENCY RETAIN IN AGENCY RECORDS CENTEN DISPOSITION  AGENCY NUMBER 24 of  OPSTROY  RETAIN IN RECORDS CENTEN DISPOSITION  AGENCY RETAIN IN RECORDS CENTEN DISPOSITION  AGENCY RETAIN IN RECORDS CENTEN DISPOSITION  AGENCY RETAIN IN RECORDS CENTEN DISPOSITION  Destroy	Destroy		10 yrs or age 23, whichever is later		0462-0000
RECORD TITLE AND DESCRIPTION  AGENCY  AGENCY  RECORD STITLE AND DESCRIPTION  AGENCY NUMBER  24 of  DESCRIPTION  DES	Destroy		5 yrs	Scoliosis Department th CH-27,	0461-0000
RECORD TITLE AND DESCRIPTION  RECORD TITLE AND DESCRIPTION  Tuberculosis Reports (submitted annually by schools) TB-57, TB-42  Official Control of the contr	Destroy			Record Form for T/O Vision Tester	0460-0000
RETENTION AND DISPOSITION SCHEDULE  RECORD TITLE AND DESCRIPTION  Tuberculosis Reports (submitted annually by schools) TB-57, TB-42  AGENCY NUMBER (C920000 901 901 24 of 24 of 901 901 901 901 901 901 901 901 901 901	Destroy				0459-0000
RECORD TITLE AND DESCRIPTION  RECORD TITLE AND DESCRIPTION  RECORD TITLE AND DESCRIPTION  AGENCY NUMBER C920000  RETAIN IN AGENCY RECORDS CENTER DISPOSITION	Destroy		3 yrs	ports (submitted TB-42	0458-0000
RETENTION AND DISPOSITION SCHEDULE   AGENCY NUMBER   SCHEDULE NUMBER   PAGE NUMBER   P	DISPOSITION	1	A	RECORD TITLE AND DESCRIPTION	RECORD SERIES NO.
	OF	901		RETENTION AND DISPOSITION SCHEDULE	RECORDS

RECORDS	RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER S C920000	SCHEDULE NUMBER 901	PAGE NUMBER 25 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETA AGENCY	RETAIN IN NCY RECORDS CENTER	DISPOSITION
0467-0000	Follow-up Report on Physicals	2 yrs		Destroy
0468-0000	Tuberculin Mantoux (PPD) Test (Permission roster/results)	10 yrs or age 23, whichever is later		Destroy
0469-0000	Parental Request for Tuberculin Test (in both English and Spanish; and test results)	10 yrs or age 23, whichever is later		Destroy
0470-0000	Tuberculin Mantoux (PPD) Test (Signed Result Slip)	10 yrs or age 23, whichever is later		Destroy
0471-0000	Parent Notification of a Significant Tuberculin Reaction	10 yrs or age 23, whichever is later		Destroy
0472-0000	Parent Notification of Tuberculin Testing	10 yrs or age 23, whichever is later		Destroy
0473-0000	Annual Immunization Status Report NJS Department of Health Communicable Disease Program VA-20)	3 yrs		Destroy
0474-0000	Notice to Parents Regarding Immunization Deficiencies (in English and Spanish) (NJS Department of Health VA-16)	10 yrs or age 23, whichever is later		Destroy
0500-0000	F. Public Health Laboratories			
0501-0000	Daily Log Book/Lab. Ledger	5 yrs		Destroy

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SCH	SCHEDULE NUMBER 901	PAGE NUMBER 26 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	N IN RECORDS CENTER	DISPOSITION
0502-0000	Laboratory Reports (Lab. copy)	2 yrs		Destroy
0503-0000	Monthly Laboratory Tallies	1 yr if annual tally kept. If not, Permanent		Destroy
0550-0000	G. Social Hygiene Program/Clinics			
0551-0000	Infectious Syphilis Epidemiologic Control Records	2 yrs		Destroy
	Documents the results of syphilis epidemiologic investigations. Used for data gathering and analysis purposes and to document the spread of disease within a community or social group.			
0552-0000	Lab Reports Consists of diagnostic and screening laboratory test results as ordered by the VD clinic	After results have been transcribed to clinic medical chart	have ed cal	Destroy
	physician. These reports are used to results of tests on the patient's clinical medical chart. The results indicate a presence or absence of infection. A copy of the reports are also retained by the laboratory and the results are transcribed on to the patient's chart.			
0553-0000	Ledgers	5 yrs		Destroy
0554-0000	Venereal Disease Epidemiologic Report (HSM 9.2936) Used to initiate venereal disease investigations. Form is filled out on contacts and suspects of	1 yr		Destroy

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER S	SCHEDULE NUMBER 901	PAGE NUMBER 28 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	RECORDS CENTER	DISPOSITION
0558-0001	Statistical Reports: Annual	Permanent		Permanent
0558-0002	Statistical Reports: Quarterly	3 yrs	t.	Destroy
0558-0003	Statistical Reports: Monthly	3 yrs		Destroy
0558-0004	Statistical Reports: Duplicates	Periodic review	iew	Destroy
0558-0005	Budget Requests	3 yrs		Destroy
0558-0006	Time Sheets	3 yrs		Destroy
0558-0007	Requisitions, Vouchers, Purchase Orders: Originals	6 yrs		Destroy
0558-0008	Requisitions, Vouchers, Purchase Orders: Duplicates Publications	3 yrs		Destroy
0558-0010	Publications: Master Copy	Permanent		Permanent
0558-0011	Publications: Reproductions	Periodic review	iew	Destroy
0558-0012	Correspondence: External	3 yrs		Destroy
0600-0000	H. Tuberculosis Programs/Clinic			
0601-0000	Patient's Medical Records			
0601-0001	Clinic Copy	10 yrs after discharge of		Destroy
		patient or age 23, whichever is later	ge T	
0601-0002	Referral Agency Copy	5 yrs		Destroy
0602-0000	X-Ray Film	5 yrs		Destroy

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER S	SCHEDULE NUMBER 901		PAGE NUMBER 29 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RET/ AGENCY	AIN IN RECORDS CENTER	ENTER	DISPOSITION
0650-0000	I. Vital Statistics				
0651-0000	Burial Permits	Permanent			Permanent
0652-0000	Certificates of Marriage (licenses)	Permanent	*******	<del></del>	Permanent
0653-0000	Indexes to Records	Permanent			Permanent
0654-0000	Marriage License Applications	75 yrs	, <del>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</del>		Destroy
0655-0000	Original Birth Records	Permanent			Permanent
0656-0000	Birth Certificates - Copies of originals concerning adoption or	After receipt amended copy	of		Return to State Department of Health, Burcau of
					and Registration
0657-0000	Original Death Records	Permanent			Permanent
0658-0000	Original Fetal Death Records	Permanent			Permanent
0659-0000	Stubs of Certified Copies of Vital Statistics Contains the name of the individual indicated on the Certificate and the copy number of the	6 yrs			Destroy
	certificate. Used for comparison with the receipts for monies received for providing a certified copy to the public.				
0660-0000	Vital Statistics Tabulations & Reports	Permanent			Permanent
0661-0000	Vital Statistics - Birth, Death and Marriage Certificates Resident Copies	1 yr after receipt	,		Destroy
0662-0000	Disinterment/Transit Permit	Permanent			Permanent
0663-0000	Certification to Authorize the Issuance of a Death Certificate	3 yrs			Destroy
					***

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER S	SCHEDULE NUMBER 901	30 OF
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	AIN IN RECORDS CENTER	DISPOSITION
0654-0000	Re-Marriage Certificate (Licenses) (Second marriage ceremony of same couple).	Permanent		Permanent
0665-0000	Burial Permit Stubs	Permanent		Permanent
0666-0000	Application for Certified Copies of Vital Records	6 yrs		Destroy
0667-0000	Daily Accounting Record Records all issuances, collections, etc.	6 yrs		Destroy
0668-0000	Copy of the Certificate of Marriage REG-25 Used to notify the registrar of another municipality of the use of a marriage license issued by him. State statutes required notification be forwarded within 5 days	30 days after receipt		Destroy
0669-0000	Authorization for Release Cause of Death Information REG-20 $$	6 yrs		Destroy

FORM NO. CR-AA-0004 (10/89)			DESCRIPTION AND DESCRIPTION ANNADEMENT	
-				
			Notice of Check Investigation, Program Information Chart, Invoices, Program Worksheet, Monthly Reports, Time Analysis Sheet	
Destroy		7 yrs after termination	Program Contract Progress Files - Contains WIC Program Contract Progress Report OC-32b Report of Contract Expenditures B & A 49	0753-0000
			WIC Certification form EDS-WIC-10-381 WIC Children's Dietary History, Infant Feeding History, Prenatal History WIC ID Cards	
Destroy		7 yrs after termination from program	Client Participation Case File - consist of: Notice of Termination Lost/Stolen WIC Participant I.D. Cards Affidavit	0752-0000
Destroy		2 yrs	Student Evaluation Form for County College Dietetic Technician Program	0751-0000
			K. WIC Program	0750-0000
			designation identifying the prescription, prescriber's name, name strength and quantity of drug dispensed, initial of the dispensing pharmacist and date of refill. N.J.A.C. 13:39-9.13	
Destroy		5 yrs from date of last entry in the profile record	Patient Profile Record System  Contains patient's address, name, age group, date medication is dispensed, prescription number or	0702-0000
Destroy		5 yrs after termination of employment	Pharmacist/Intern Signature and/or Initial Identification Records N.J.A.C. 13:39-6.8	0701-0000
			J. Pharmacy Records	0700-0000
DISPOSITION	RECORDS CENTER	RETAIN IN	RECORD TITLE AND DESCRIPTION	RECORD SERIES NO.
31 of 47	SCHEDOLE NOMBEN	AGENCY NUMBER SCHEDOL	RECORDS RETENTION AND DISPOSITION SCHEDULE	RECORDS
PAGE NUMBER	T NE PROCE			1

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C920000	SCHEDULE NUMBER 901	: NUMBER	PAGE NUMBER 32 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RET AGENCY	NI NIV	RECORDS CENTER	DISPOSITION
0754-0000	Vendor Files - contain:  Vendor Complaint form, WIC Food list for Vendor  Monitoring, WIC authorized proxy - Form A, Commodity Price List Survey WIC-26, Notice of check of investigation, contract agreement	7 yrs after termination			Destroy
0755-0000	Computer Instruction Forms  Batch Control Forms for voided and unclaimed	3 yrs	·		Destroy
	checks, Batch Control forms listing, Program input form (Batch Control), Critical Error information request, check listing form, check listing form for checks paid without Issues Report, Lost/Stolen Check Report				
0756-0000	Child Health Conference and Pediatric Clinics Monthly Summary	3 yrs			Destroy
0757-0000	Prenatal Monthly Nutrition Activities Summary	3 yrs			Destroy
0758-0000	WIC Program Nutritionists Daily Time Record	6 yrs			Destroy
0759-0000	Inventories Includes equipment & program	3 yrs			Destroy
0760-0000	Manual Checks - Pink Copies	3 yrs			Destroy
0761-0000	Check Register (computer printout and manuals)	7 yrs			Destroy
0762-0000	Output Reports		•		
0762-0001	Enrollment Reports	3 yrs			Destroy
0762-0002	Financial Reports	7 yrs			Destroy
		-		angt.	

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER S C920000	SCHEDULE NUMBER 901	PAGE NUMBER 33 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETA AGENCY	AIN IN RECORDS CENTER	DISPOSITION
0800-0000	L. Family Planning Clinics			
0801-0000	Correspondence			
0801-0001	General	3 yrs		Destroy
0801-0002	Internal	Periodic review	¥.	Destroy
0802-0000	Inventory - Medical Supplies	7 yrs		Destroy
0803-0000	Statistical Data	3 yrs		Destroy
0804-0000	Family Planning Survey Instrument (FP-10)	3 yrs		Destroy
0805-0000	Health Education and Counseling	3 yrs		Destroy
0806-0000	Evaluation Reports	3 yrs		Destroy
0807-0000	Quality Assessment			
0808-0000	Program Review	3 yrs		Destroy
0809-0000	Patient Care Review	3 yrs		Destroy
0810-0000	Educational Review	3 yrs		Destroy
0811-0000	State and Federal Policies & Procedures	Permanent		Permanent
0812-0000	Clinic Policies & Procedures	Permanent		Permanent
0813-0000	Family Planning Visit Record	3 yrs		Destroy
0814-0000	Financial			
0815-0000	General Ledger	Permanent		Permanent
		-		

Medical Policies & Opinions	RECORDS RECORD SERIES NO. 0816-0000 0817-0000 0819-0000 0820-0000 0821-0000 0822-0000 0823-0000 0823-0000 0824-0000 0827-0000 0827-0000	RETENTION AND DISPOSITION SCHEDULE  RECORD TITLE AND DESCRIPTION  Cash Disbursements  Bank Reconciliations  Expenditure Reports  Fitle XX Reports  BCRR Reports (Bureau of Common Reporting Requirements)  Financial Data  Audits  Medical Records  NFPRS Log Book  Pap Log Book  Pregnancy Log Book  Pregnancy Log Book  Medical Record  Medical Record  Discharge Summary Sheet	AGENCY NUMBER C920000  AGE C920000  7 yrs  10 yrs a discharg patient 23, which is later  20 yrs	ter of of ageven	SCHEDULE NUMBER 901  RETAIN IN NCY RECORDS CENTER  t  t  t  hever
ions  7  rts  7  reau of Common Reporting  7  7  8  9  9  9  9  11  11  11  12  12  12  12		RECORD TITLE AND DESCRIPTION	AGENCY	<u> </u>	_  <b>z</b>
rts reau of Common Reporting ok ok 4 Opinions	0	ash Disbursements			
reau of Common Reporting  ok  § Opinions		Bank Reconciliations			
Title XX Reports  BCRR Reports (Bureau of Common Reporting Requirements)  Financial Data  Audits  Medical Records  NFPRS Log Book  Pap Log Book  Pregnancy Log Book  Medical Record  Discharge Summary Sheet  Medical Policies & Opinions	0	Expenditure Reports			
BCRR Reports (Bureau of Common Reporting Requirements)  Financial Data Audits  Medical Records  NFPRS Log Book  Pap Log Book  Pregnancy Log Book  Medical Record  Discharge Summary Sheet  Medical Policies & Opinions	0000	Title XX Reports			
Audits  Medical Records  NFPRS Log Book  Pap Log Book  Pregnancy Log Book  Medical Record  Discharge Summary Sheet  Medical Policies & Opinions	20-0000	(Bureau of			
Medical Records  NFPRS Log Book  Pap Log Book  Pregnancy Log Book  Medical Record  Discharge Summary Sheet  Medical Policies & Opinions	0821-0000	Financial Data			
Medical Records  NFPRS Log Book  Pap Log Book  Pregnancy Log Book  Medical Record  Discharge Summary Sheet  Medical Policies & Opinions	0822-0000	Audits	Permanent		
NFPRS Log Book Pap Log Book Pregnancy Log Book Medical Record  Discharge Summary Sheet Medical Policies & Opinions	0823-0000	ī			
Pap Log Book Pregnancy Log Book Medical Record  Discharge Summary Sheet Medical Policies & Opinions	0824-0000	NFPRS Log Book			
Pregnancy Log Book  Medical Record  Discharge Summary Sheet  Medical Policies & Opinions	0825-0000	Pap Log Book			
Medical Record  Discharge Summary Sheet  Medical Policies & Opinions	0826-0000	Pregnancy Log Book			
Discharge Summary Sheet Medical Policies & Opinions	0827-0000	Medical Record	10 yrs after discharge of patient or as	Õ	
Discharge Summary Sheet  Medical Policies & Opinions			S,		
Medical Policies & Opinions	)828-0000		0		
	0829-0000	Ωn.	Permanent		

	0855-0000	0854-0000	0853-0000	0852-0000	0850-0000 0851-0000	RECORD SERIES NO.	RECORDS
	Emergency Referral Form	Follow-up Survey	Consent for Release of Information	Confidential Client History	M. SOCIAL SERVICES PROGRAM  Fact Sheet Information and Phone Intake Sheet	RECORD TITLE AND DESCRIPTION	RETENTION AND DISPOSITION SCHEDULE
	10 yrs after discharge of patient or age 23, whichever is later	10 yrs after discharge of patient or age 23, whichever is later	10 yrs after discharge of patient or age 23, whichever is later	10 yrs after discharge of patient or age 23, whichever is later	10 yrs after discharge of patient or age 23, whichever is later	AGENCY	AGENCY NUMBER SCHE
						RECORDS CENTER	SCHEDULE NUMBER 901
	Destroy	Destroy	Destroy	Destroy	Destroy	DISPOSITION	PAGE NUMBER 35 OF 47

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER S C920000	SCHEDULE NUMBER 901	PAGE NUMBER 37 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETA AGENCY	N C Y RECORDS CENTER	DISPOSITION
0950-0000	O. SPECIAL CHILD HEALTH SERVICES PROGRAM			
0951-0000	Special Child Health Services Registration Form (CH-0)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0952-0000	Individual Service Plan Sheet Case Management Services	10 yrs after discharge of patient or age 23, whichever is later	(V	Destroy
0953-0000	Data Sheet (Background data about patient's family/and community contacts)	10 yrs after discharge of patient or age 23, whichever is later	O.	Destroy
0954-0000	Progress Notes	10 yrs after discharge of patient or age 23, whichever is later	Φ	Destroy
0955-0000	Screening Questionnaire (completed by parent)	10 yrs after discharge of patient or age 23, whichever is later	Φ	Destroy

Destroy		10 yrs after discharge of patient or age 23, whichever is later	Care Plan (NJS Department of Human Services, Division of Medical Assistance and Health Services, Community Care Program for the Elderly and Disabled CCPED-11)	0961-0000
Destroy		10 yrs after discharge of patient or age 23, whichever is later	Service Cost Record (NJS Department of Human Services, Division of Medical Assistance and Health Services, Community Care Program for the Elderly and Disabled CCPED-10)	0960-0000
Destroy		10 yrs after discharge of patient or age 23, whichever is later	ChecklistServices Information Wanted	0959-0000
Destroy		10 yrs after discharge of patient or age 23, whichever is later	Referral Form (NJS Department of Health MCH-18)	0958-0000
Destroy		10 yrs after discharge of patient or age 23, whichever is later	Socio-Economic Statement (NJS Department of Health Parental & Child Health Services CH-9)	0957-0000
Destroy		10 yrs after discharge of patient or age 23, whichever is later	Authorization for Transfer of Agency Medical/ Educational Reports and Evaluations (signed by parent/guardian for individual patients)	0956-0000
DISPOSITION	RECORDS CENTER	RETAIN IN	RECORD TITLE AND DESCRIPTION	RECORD SERIES NO.
PAGE NUMBER 38 OF	SCHEDULE NUMBER 901	AGENCY NUMBER SCHEDUL C920000 9	RECORDS RETENTION AND DISPOSITION SCHEDULE	RECORD

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SCHE	SCHEDULE NUMBER 901	PAGE NUMBER 39 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	I N RECORDS CENTER	DISPOSITION
0962-0000	Case Activity Log	3 yrs after final entry		Destroy
0963-0000	Contract Progress ReportCase Management Services (NJS Department of Health, Special Child Health Services OBS-67)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0964-0000	Request for Extension of Care (NJS Department Health, Parental and Child Health Services, CH-2)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0965-0000	Physician's Examination/Request for Services (NJS Department of Health, Parental and Child Health Services, CH-1)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0966-0000	Referral Log (record of referral source and diagnosis by date and SCHS#)	3 yrs after final entry		Destroy
0967-0000	Statistical Summary Sheetrecord of total number of initial and follow-up screen/visit/contacts by municipality	3 yrs		Destroy

RECORDS	S RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SCI	SCHEDULE NUMBER 901	40 of 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	N IN RECORDS CENTER	DISPOSITION
1000-0000	P. CHRONIC DISEASE PROGRAM P-A. HYPERTENSION IDENTIFICATION PROJECT			
1001-0000	Screening Questionnaire and Consent Form	10 yrs after discharge of patient or age 23, whichever is later	23, 1ter	Destroy
1002-0000	Blood Pressure Test Follow-Up Letter to Patient Requesting Further Testing for Hypertension/and Physician Follow-up (HDP#2)	10 yrs after discharge of patient or age 23, whichever is later	23, ater	Destroy
1003-0000	Emergency Referral FormElevated Blood Pressure Test Results and Recommendations	10 yrs after discharge of patient or age 23, whichever is later	23, lter	Destroy
1004-0000	Secondary Screening Form (HYP-2)	10 yrs after discharge of patient or age 23, whichever is later	23, ater	Destroy
1005-0000	Information Letter to Physicians	3 yrs		Destroy

RECORDS	RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SCHED	SCHEDULE NUMBER 901	PAGE NUMBER 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN	RECORDS CENTER	DISPOSITION
1050-0000	P. CHRONIC DISEASE PROGRAM P-B. DIABETES DETECTION AND CONTROL			
1051-0000	Screening Questionnaire	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1052-0000	Note to Patient Requesting Fasting Capillary Glucose Test	10 yrs after discharge of patient or age 23, whichever is later		Destroy

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER C920000	SCHEDULE NUMBER 901	PAGE NUMBER 42 OF 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	A I N RECORDS CENTER	DISPOSITION
1053-0000	Note to PatientNegative Report for Fasting Test		P	Destroy
		23, whichever is later		
1054-0000	Referral Letter Requesting Additional Tests Fasting Blood Sugar, Serum Cholesterol, Serum Triglycerides	10 yrs after discharge of patient or age 23, whichever is later	O O	Destroy
1055-000	Patient Instructions for Lab Tests	10 yrs after discharge of patient or age 23, whichever is later	<b>O</b>	Destroy
1056-0000	Notification to Screenee Regarding Elevated Blood Fats	10 yrs after discharge of patient or age 23, whichever is later	Φ	Destroy
1057-0000	Notification of Screenee Regarding Elevated Blood Sugar	10 yrs after discharge of patient or age 23, whichever is later	Đ	Destroy
1058-0000	Notification Letter to Screenee; Tests Within Normal Limits	10 yrs after discharge of patients or age 23, whichever is later	- KG e	Destroy

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER S C920000	SCHEDULE NUMBER 901	PAGE NUMBER 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETA AGENCY	AIN IN RECORDS CENTER	DISPOSITION
1100-0000	P. CHRONIC DISEASE PROGRAM P-C. CERVICAL CANCER SCREENING			
1101-0000	Patient Consent Form for Breast Exam, Pelvic Exam, Pap Test	10 yrs after discharge of patient or age whichever is la	ge 23, later	Destroy
1102-0000	Cervical Cancer Screening Report	10 yrs after discharge of patient or age whichever is la	ge 23, later	Destroy
1103-0000	Pap Test Registration Form	10 yrs after discharge of Patient or age whichever is la	ge 23, later	Destroy
1104-0000	Hemoccult Registration Form	10 yrs after discharge of patient or age 23, whichever is later	23, ater	Destroy
1105-0000	Metpath CytologyClinical Information and Diagnosis/Billing Information	6 yrs after final payment	nal	Destroy
1106-0000	Pap Test Statistical Data Sheet	5 yrs		Destroy
1107-0000	Screening Questionnaire	10 yrs after discharge of patient or age whichever is la	ge 23, later	Destroy
1108-0000	Monthly Clinic Report	3 yrs		Destroy

RECORDS	S RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SC C920000	SCHEDULE NUMBER 901	PAGE NUMBER 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	RECORDS CENTER	DISPOSITION
1150-0000	P. CHRONIC DISEASE PROGRAM P-D. COLON-RECTAL CANCER SCREENING			
1151-0000	Hemoccult Registration Form	10 yrs after discharge of patient or age 23, whichever is later	23, ater	Destroy
1152-0000	Information Sheet Hemoccult Test	10 yrs after discharge of patient or age 23, whichever is later	23, ater	Destroy
1153-0000	Referral Letter to Physician/Follow-Up Exam Results for Positive Hemoccult Slide Test	10 yrs after discharge of patient or age 23, whichever is later	23, ater	Destroy
1154-0000	Letter to Patient/Follow-up Questionnaire to PatientPositive Hemoccult Slide Test	10 yrs after discharge of patient or age 23, whichever is later	23, ater	Destroy
1155-0000	Letter to PatientNegative Hemoccult Slide Test	10 yrs after discharge of patient or age whichever is la	ge 23, later	Destroy
1156-0000	Cancer Screening Program Worksheet	5 yrs		Destroy
1157-0000	Contract Project Report Statistics (demographics of Screenees)	5 yrs		Destroy
1158-0000	Monthly Clinic Report	3 yrs		Destroy

RECORDS	S RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SCHEDU	SCHEDULE NUMBER 901	PAGE NUMBER 47
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN I	RECORDS CENTER	DISPOSITION
1200-0000	P. CHRONIC DISEASE PROGRAM P-E. VISION SCREENING			
1201-0000	Notification to Patient (Eye Test ResultsPass/Fail)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1202-0000	Referral Letter to Physician/Follow-up Examination Results	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1203-0000	Patient Case History/Test Data Screening Questionnaire	10 yrs after discharge of patient or age 23, whichever is later		Destroy
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			Client File [Forms Listing] Client files (items 1251-0002, 1251-0003, and 1251-0004) contain but are not exclusive to the following forms: 10-day Contact Letter, 10-day Warning Letter for Non-compliance, Alcoholism Screening Test, Cancellation of Non-Compliance letter, Data Sheet, Emergency Information Sheet, IDRC Client Contract, IDRC Final Test,	1251-0004
Destroy		12 yrs after completion of program	Client Files - All Offenders Clients that are treatment appropriate and have been referred to a treatment program.	1251-0003
Destroy		12 yrs	Client Files - Multiple Offenders Clients that are not treatment appropriate and have been referred to A.S.I. (Alcohol Safety Institute).	1251-0002
Destroy		2 yrs	Client Files - First Offenders Clients that are not treatment appropriate and have been referred to A.S.I. (Alcohol Safety Institute).	1251-0001
			Contain: forms concerning driver evaluation, agreements to participate in the treatment program, test results, driving record abstract, attendance records, and release records. (See items 0001-0004 to 0001-0007 for forms listing.) Master Offenders Files maintained by State Alcohol Countermeasures Program.	
			Intoxicated Driver Resource Center (IDRC) Client	1251-0000
			Q. Intoxicated Driver Resource Centers IDRC	1250-0000
DISPOSITION	RECORDS CENTER	AGENCY	RECORD TITLE AND DESCRIPTION	RECORD SERIES NO.
PAGE NUMBER 46 OF 47	SCHEDULE NUMBER 901	AGENCY NUMBER SCHED	RECORDS RETENTION AND DISPOSITION SCHEDULE	RECORD

[1251-0006]	[1251-0005]	RECORD SERIES NO.	RECORDS R
Instructions for Autobiographical Statement, Orientation Plan Checklist, records transfer letter, Staff Assessment/Treatment Plan, Verification of Treatment Letter, Schedule ALC-2, Client Scheduling Roster ALC-35, Non-Compliance Report ALC-36, Questionnaire Answer Sheet ALC-37, Client Screening/Evaluation Scoring ALC-38, Agreement to Participate in an Alcoholics/Narcotics Anonymous Attendance Record Program ALC-39, Agreement to Participate in Treatment ALC-40, Records Release Authorization ALC-41, Treatment Referral ALC-43, Client Treatment Progress ALC-46, Client Treatment Release ALC-47, Program Completion ALC-48, Certificate of Attendance ALC-51, Program Schedule ALC-56, Certificate of Detention ALC-57, Abstract of Driving Record DC-11, Disposition of Traffic Violation MF-1, and Attendance Record ALC-44.		RECORD TITLE AND DESCRIPTION	RECORDS RETENTION AND DISPOSITION SCHEDULE
		RET AGENCY	AGENCY NUMBER C920000
		RECORDS CENTER	SCHEDULE NUMBER 901
		DISPOSITION	PAGE NUMBER 47 OF 47